



**U. S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS**
Vacancy Announcement

Issue Date: July 20, 2004

Closing Date: Open – Continuous

Vacancy Announcement Number: 28-04-C-0303-001

Charlotte Regional Office, Charlotte, NC

CLERK

GG-0303-04 - \$11.43 per hour

PROMOTIONAL POTENTIAL: **NONE**

NUMBER OF VACANCIES: *Will vary, during year. Positions will only afford 3 to 6 months employment.*

EXCEPTED SERVICE APPOINTMENT: *Not-to-Exceed 1 year, with potential for extending up to an additional year. This is not a permanent, career entry position.*

DUTY STATION: *Charlotte Regional Office - Charlotte, NC*

APPLICATIONS WILL BE ACCEPTED FROM: *All sources.*

WORK SCHEDULE: The work schedule for this position is Mixed Tour. With a Mixed Tour work schedule, an employee may be changed between full-time; part-time, and intermittent work schedules to accommodate fluctuating workloads and is subject to a signed agreement.

DUTIES: Assists in preparing interviewer assignments. Follows up delinquent returns by mail or telephone and records responsive information. Clarifies vague or questionable responses and deals with reluctant respondents. Receives, logs returned schedules and questionnaires; edits for completeness, accuracy, reasonableness, and consistency. Mails completed schedules, reports and other material. As required, assists in answering many telephone calls and receiving visitors to the office. Performs other duties as assigned.

QUALIFICATIONS: *GG-0303-04: Position requires 1 year of General Experience or 2 years of Education above the High School level.*

General experience is described as: progressively responsible clerical, office or other work that indicates ability to acquire the particular knowledge and skills needed to perform clerical duties. You may qualify for a position based on your education, experience, or a combination of both.

EVALUATION CRITERIA:

- Candidates must take and pass the 30-minute written Census Bureau Field Representative test.
- Candidates will be evaluated on the extent and quality of their experience, education and accomplishments.

For further information on this vacancy, contact John Davis, Administrative Specialist/Recruiter at 1-888-722-8995.

HOW TO APPLY: Applicant must submit a separate completed Application for Federal Employment (SF-171), Optional Application for Federal Employment (OF-612), or a resume. List your work duties and accomplishments relating to the job for which you are applying. The following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Failure to provide this information may result in loss of consideration.

- Recruiting Bulletin number, title, and lowest grade acceptable.
- Full name, mailing address (including zip code) and day and evening phone numbers with area codes.
- Social Security number.
- Country of citizenship (This federal job requires proof of identity and U.S. citizenship).
- If you are a male over age 18 who was born after December 31, 1959, you must have registered with the Selective Service System (or have an exemption) to be eligible for a federal job.
- Veteran's Preference – Applicants claiming 10-Point veteran's preference **MUST** submit the SF-15, Application for 10-Point Veteran Preference, with the required proof (i.e., Current statement within the past year from the Department of Veterans Affairs) and the latest copy of the DD-214, Armed Forces of the United States Report of Transfer or Discharge. Applicants claiming 5-Point Veteran preference must submit a DD-214 to verify eligibility.
- Highest Federal civilian grade held (if applicable).
- Highest educational level achieved. Please Specify: name, city, state, zip code, (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.
- To qualify based on education, submit a copy of your college transcript, along with your application.
- Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary and indicate if we may contact your current supervisor/employer.
- Job-related training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards and special accomplishments (e.g., publications, memberships in professional societies, etc.).
- Employees who receive a Voluntary Separation Incentive payment (VSIP) or "Buyout" and subsequently return to a position in a Federal agency, whether by re-employment or contracts for personal services, are obligated to repay the full amount of the buyout to the agency that paid it.
- Use of any Government agency envelopes to file job applications is a violation of Federal laws and regulations. Applications submitted in Government envelopes or via Government FAX machines will not be accepted.

Payment of relocation expenses IS NOT authorized.

Complete application package must submitted to:

**John R. Davis, Administrative/Recruiting Specialist
U.S. Census Bureau
Charlotte Regional Office
901 Center Park Drive – Suite # 106
Charlotte, North Carolina 28217**

Applications may be faxed to 704-344-6436.

Disabled veterans or any other applicants eligible for non-competitive appointments, should specify their special eligibility on the application. Individuals with a disability may request reasonable accommodations by calling Sue Ellen Yancey toll-free at 1-800-331-7358, Prompt #1.

**THE U.S. DEPARTMENT OF COMMERCE IS AN
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, DISABILITY, MARITAL STATUS, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.